



**CHIPPEWA COUNTY
REQUEST FOR QUOTATIONS
COPY MACHINE – CLERK'S OFFICE**

ISSUED BY: CHIPPEWA COUNTY BOARD OF COMMISSIONERS

September 26, 2016

Project Representative: **Jim German, Administrator**
Chippewa County Courthouse
319 Court St.
Sault Ste. Marie, MI 49783-2194

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CHIPPEWA COUNTY REQUEST FOR QUOTATIONS

PHOTOCOPY MACHINE AND MAINTENANCE AGREEMENT

I. INTRODUCTION

Chippewa County seeks bids from qualified firms, on a competitive basis, for the purchase or lease of one photocopy machines. Chippewa County also seeks a five (5) year maintenance agreement on the photocopy machine.

A. Bid Submittal and Project Representative

To be considered, firms must submit a complete, sealed response to this Request for Proposals, using the format provided. Each proposal must be submitted to the Issuing Office. Requests for information or interpretation of the intent of the Request for Proposals and any/all other inquiries must be addressed to:

Jim German, Administrator
Chippewa County
319 Court St.
Sault Ste. Marie, MI 49783-2194

Contact with personnel of Chippewa County other than the County Administrator regarding this request for proposals will be considered grounds for elimination from the selection process.

Proposals must be received on or before 3:00 p.m. Tuesday, October 4, 2016 to be considered. Each proposal must be plainly marked on the exterior, "Photocopy Machine." Proposals must be signed by an official authorized to bind the firm to its provisions. To be considered a valid response to this Request for Proposals, the proposal must remain valid for at least one-hundred twenty (120) days. Chippewa County is not liable for any cost incurred by the firm prior to the issuance of a contract.

B. Right of Refusal

Chippewa County reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

C. Disclosure of Proposals

Proposals are subject to disclosure under the Michigan Freedom of Information Act (Act 442, P.A. 1976, as amended, being MCL 15.231 through 15.246). After a contract award, a summary of total price information for all proposals will be furnished upon request.

D. Independent Price Determination

By submitting a proposal you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal:

1. The prices in its proposal have been determined independently without consultation,

communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitor;

2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposing party and will not be knowingly disclosed to any competitor; and
3. No attempt has been made or will be made by the proposing party to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

E. Each person signing the proposal certifies that:

1. (S)he is the person within the organization responsible for the decision as to prices being offered in the proposal, and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; or
2. (S)he is not the person within the organization responsible for the decision as to the prices being offered in the proposal, but that (s)he has been authorized, in writing, to act as an agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above.

F. County Liability

Officers, agents and employees of Chippewa County will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on this project. In addition, the selected firm agrees to indemnify, defend and save harmless, the County, its officers, agents and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFP. These same standards will apply to subcontractors of the selected firm. The County will be relieved from all risks of loss or to equipment or personnel during the installation of copy machines, except when such loss or damage is due to the fault or negligence of the County.

II. SPECIFICATIONS

- A. Each firm is encouraged to conduct a site visit to achieve a full understanding of physical operating conditions prior to preparation of a proposal. Proposals must provide sufficient information to allow a determination that project requirements can be met. The successful bidder must describe how its plan and tasks will be implemented, the resources, materials and equipment that will be utilized and how the necessary project management interactions will be carried out. The following specifications shall apply, as a minimum to photocopy machines purchased or leased as a result of this RFP.
1. One obsolete photocopy machine currently owned by Chippewa County must be accepted as a trade-in.
 2. The photocopy machine bid in response to this RFP must be of quality equal to or better than the Ricoh Aficio MP 2500 Super G3 serial M3888000017 and must meet the specification shown on the attached bid submission form. The machine must also be of a physical dimension comparable to the space allotted.
 3. All bids must include the price of a five-year maintenance agreement on the photocopy

machine. The maintenance agreements must include, at a minimum, all labor, parts, drums and consumables.

4. The proposal of the successful bidder, as mutually modified, amended or supplemented shall become a contractual obligation. Failure of the successful bidder to accept these obligations may result in cancellation of any award.

B. Each firm submitting bids must also submit the following information about the firm:

1. Length of time the firm has been in business.
2. Whether the firm provides in-house maintenance for machines sold by the firm.
3. The ratio of installed photocopy machines to maintenance personnel assigned to photocopy maintenance.
4. A guaranteed response time on maintenance calls.
5. References.

III. BID AWARD

Selection and awarding of photocopy machine bids will be partially based upon evaluation by the County of the criteria listed above.



CHIPPEWA COUNTY COPY MACHINE BID SUBMISSION FORM

Submission Deadline: 3:00 pm, Tuesday, October 4, 2016

Firm Name _____

Address _____ Phone (____) _____

| Description / Minimum Requirement | Option Price (mark õxõ if standard) |
|---|--|
| Copy speed õ 35 pages per minute | |
| Memory õ 16MB | |
| Resolution õ 600 dpi x 600 dpi | |
| Paper weight õ 16 õ 24 lb (14 õ 42 lb thru Bypass Tray) | |
| Gray scale õ 256 levels | |
| First copy time õ 6.9 seconds | |
| Zoom õ 50% to 200% in 1% increments | |
| Document feeder capacity õ 50 sheets | |
| Power source õ 120V / 60Hz / 15A | |
| Cabinet | |
| Duplex | |
| Printer | |
| Fax | |
| Scanner | |
| 3 paper trays (up to 11*14 size paper) | |
| TOTAL BID PRICE | |
| | |

Delivery date _____

Signature of official authorized to bind the firm to the provisions of the RFQ

Date

Typed or printed name and title